# Assessor/Recorder/County Clerk

### **DESCRIPTION OF MAJOR SERVICES**

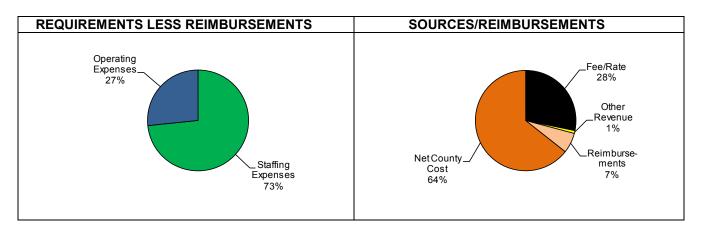
Under California law, the Assessor/Recorder/County Clerk establishes a value for all locally taxable property including residential, commercial, business and personal property. The Assessor/Recorder/County Clerk's Office maintains current records on approximately 754,126 parcels of real property, 30,795 business property accounts and 32,714 other assessments including boats,

Budget at a Glance	
Requirements Less Reimbursements*	\$24,480,514
Sources/Reimbursements	\$8,735,227
Net County Cost	\$15,745,287
Total Staff	223
Funded by Net County Cost	64%
*Includes Contingencies	

aircraft, and manufactured homes. The Assessor's Office also administers property tax exemptions including homeowners, veteran, disabled veteran, church, religious, and welfare exemptions, as well as exclusions including parent-to-child and senior/disabled persons transfer of base year value.

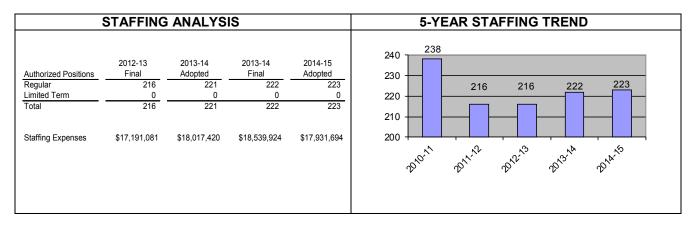
The Valuations Division is responsible for real, personal, business and special property valuations and assessment appeals. District offices provide public assistance regarding questions of ownership, mailing addresses, parcel numbers and assessed values. The Assessment Services Division provides mapping, change of ownership, change of address, data entry services, and public information services. The Information Technology Division provides computer systems maintenance and development. The Administrative Services Division provides fiscal, payroll, mail services, and facility support. The Recorder Services Division accepts all documents for recording that comply with applicable recording laws. Official records are maintained evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Services Division is also responsible for County Archives and County Clerk functions. County Archives maintains historical records for the County. County Clerk maintains records as they relate to vital statistics, fictitious business names, and other records that are required by the State to be filed with the County Clerk.

#### 2014-15 ADOPTED BUDGET





## **BUDGETED STAFFING**



#### **ANALYSIS OF 2014-15 ADOPTED BUDGET**

GROUP: Fiscal

DEPARTMENT: Assessor/Recorder/County Clerk
FUND: General

ACTIVITY: Finance

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
Requirements	44.070.005	10.005.000	40.074.050	17 101 010	10 500 001	47,004,004	(200, 200)
Staffing Expenses	14,672,925 3.207.612	16,065,032 6.258.025	16,374,853 5.626.983	17,191,240 5.580.041	18,539,924 5,957,290	17,931,694 6,517,820	(608,230) 560,530
Operating Expenses Capital Expenditures	67,807	42,493	42,332	10,823	10,823	0,517,620	(10,823)
Contingencies	07,007	0	0	0 10,023	0	0	(10,023)
Total Exp Authority	17,948,344	22,365,550	22,044,168	22,782,104	24,508,037	24,449,514	(58,523)
Reimbursements	(39,553)	(1,574,366)	(294,570)	(306,260)	(1,203,619)	(1,589,727)	(386,108)
Total Appropriation Operating Transfers Out	17,908,791 0	20,791,184 45,000	21,749,598 39,952	22,475,844 28,869	23,304,418 75,609	22,859,787 31,000	(444,631) (44,609)
Total Requirements	17,908,791	20,836,184	21,789,550	22,504,713	23,380,027	22,890,787	(489,240)
Sources				ļ			
Taxes	24,875	17,667	21,462	18,662	10,000	18,500	8,500
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0 i	0	0	0
Fee/Rate Other Revenue	3,220,307 225,669	5,946,068 214,607	7,293,110 273,254	6,760,539 211,243	6,912,102 194,500	6,901,500 225,500	(10,602) 31,000
Total Revenue Operating Transfers In	3,470,851 0	6,178,342 0	7,587,826 0	6,990,444 1,169	7,116,602 0	7,145,500 0	28,898
Total Sources	3,470,851	6,178,342	7,587,826	6,991,613	7,116,602	7,145,500	28,898
Net County Cost	14,437,940	14,657,842	14,201,724	15,513,100	16,263,425	15,745,287	(518,138)
,	,,	.,,,,,,,,,	,	Budgeted Staffing	222	223	1

## MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET

Staffing expenses of \$17.9 million represent the majority of this budget unit and fund 223 budgeted regular positions. Operating expenses of \$6.5 million consist primarily of printing and taxpayer notice mailing costs, COWCAP, and systems development charges for the Property Information Management System (PIMS). Reimbursements of \$1.6 million are primarily from the Recorder special revenue funds for administrative and IT costs. Sources of \$7.1 million include fees for recording and County Clerk services, Real Estate Fraud, special assessments, transfers of ownership, and data sales.





## **BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements are decreasing by \$489,240 primarily due to a reduction in salary costs due to MOU adjustments and an increase in reimbursements for IT costs, partially offset by increases in retirement costs and COWCAP. Sources are increasing by \$28,898 due to anticipated increases in vital records, County Clerk services and Real Estate Fraud fees, partially offset by a decrease in recorded document fees.

## STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$17.9 million fund 223 budgeted regular positions. An Appraiser I is being deleted and an Appraiser II is being added to allow greater flexibility in accomplishing the workload as real estate activity increases due to an improving economy. A Legal Document Classifier II is being deleted and a Lead Legal Document Classifier is being added to provide adequate oversight of lower level staff and enhance the efficient operation of the office. A Business Applications Manager position is being moved from a Recorder special revenue fund budget and added to this budget to recognize its new responsibility for oversight of both Recorder and Assessor IT operations.

### 2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Management and Administrative Services	8	0		8	0	0	8
Assessment Services	44	0	44	40	4	0	44
Valuations	110	0	110	103	6	1	110
Recorder Services	53	0	53	47	5	1	53
Information Technology	8	0	8	5	2	1	8
Total	223	0	223	203	17	3	223

lanagement and Administrative Services	Assessment Services	Valuations		
Classification  1 Assessor/Recorder  1 Assistant Assessor/Recorder  1 Executive Secretary III  1 Administrative Supervisor II  1 Staff Analyst II  1 Payroll Specialist  1 Fiscal Assistant  8 Total	Classification  1 Chief of Assessment Services  1 Supervising Office Specialist  2 Supervising Office Assistant  1 Office Specialist  2 Office Assistant III  3 Office Assistant III  1 Supv Title Trans Technician II  1 Supv Title Transfer Technician II  3 Title Transfer Technician II  1 Title Transfer Technician II  1 Cadastral Services Supervisor  1 Cadastral Drafting Technician III  2 Cadastral Drafting Technician III  Cadastral Drafting Technician III  Cadastral Drafting Technician III  Cadastral Drafting Technician III	Classification  1 Chief Appraiser 3 Principal Appraiser 8 Supervising District Appraiser 12 Appraiser III 13 Appraiser II 13 Appraisal Technician 2 Supervising Auditor Appraiser 2 Auditor-Appraiser III 9 Auditor-Appraiser III 16 Office Assistant III 1 Office Assistant III 110 Total		
Recorder Services	44 Total  Information Technology			
Classification 1 County Clerk 1 Chief Deputy Recorder 1 Staff Analyst I 2 Legal Document Coordinator 4 Legal Document Supervisor 4 Legal Document Classifier 20 Legal Document Classifier II 15 Legal Document Classifier I 1 Accountant II 2 Fiscal Assistant 1 Office Assistant III 1 Office Assistant III 53 Total	Classification  1 Business Applications Manager  1 Business Systems Analyst III  1 Business Systems Analyst II  2 Automated Systems Analyst I  2 Automated Systems Technician  Office Assistant III  8 Total			

